

## About the Business Management & Administration Pathways

Within the Business, Marketing and Management Career Field, there are four clusters that address finance, hospitality and tourism, business management and administration, and marketing. (A separate Information Technology Cluster is also of interest to those business programs focusing on technology.) The Marketing Cluster and the Finance Cluster were featured in previous issues of This & That.

The Business Management and Administration Cluster includes those career opportunities that are dedicated to performing administrative and managerial processes vital to the success and ongoing existence of a business organization regardless of the sector or industry in which the business resides or the product/service it provides. Five pathways were identified for this cluster: Administrative Services, Business Information Management, Business Management, Human Resources Management and Operations Management.

Careers in **Administrative Services** facilitate business operations through a variety of duties including information and communication management, data processing and collection and project tracking. The skills needed in Administrative Services are much higher than in the past due to technology usage by other employees. Sample occupations include executive assistant, office manager, administrative assistance, project coordinator and customer service representative.

**Business Information Management** careers are defined as those that provide a bridge between business processes/initiatives and information technology. Employees in this pathway help to align business and information technology goals. Sample career opportunities include project managers, relationship managers, business analysts, business process managers and business process architects.

Careers in **Business Management** focus on planning, organizing, directing and evaluating all or part of a business organization through the allocation and use of financial, human and material resources. Career opportunities include supervisors, store managers, district managers, regional managers, directors and small business managers.

**Human Resources Management** careers focus on the staffing activities that involve planning, recruitment, selection, orientation, training, performance appraisal, compensation and safety of employees. Sample career opportunities in Human Resources Management include HR generalist, HR manager, benefits administrator, compensation analyst, labor relations manager, training manager and recruiter.

Careers in **Operations Management** focus on planning, organizing, coordinating and controlling the resources needed to produce/provide a business's goods and/or services. Examples of activities in Operations Management are quality control, scheduling, procurement and warehousing. Sample career opportunities include purchasing manager, master scheduler, procurement analyst, quality manager, supply chain manager and chief operations officer.

For each Pathway within the Business Management and Administration Cluster, the skill and knowledge statements (essential learnings) identify specific performance elements (competencies) and measurement criteria that industry believes are important for effective job performance and career development. To access Nebraska's Business Management and Administration Pathway knowledge and skill statements, visit the About Us Section at <http://www.nde.state.ne.us/BMT>.

*MarkED Eblast, November 16, 2007  
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